

SWAN WHEELERS

CYCLING CLUB



Committee meeting minutes

Wednesday 22nd March 2017 (20:00hrs – 22:00hrs), The Mitre

Present

Julie Brash (JB), Matt Hoey (MH), Lucy Seaborn (LS), Paul Seaborn (PS), Stephen Turnock (ST), Paul Woodham (PW)

Apologies for absence

None

Agenda items

1. Review of actions
2. Spring Equinox ride review (and set date for Summer Solstice)
3. Member raised items
4. Membership renewal
5. AGM: arrangements, agenda, nomination and election of officers procedures, awards
6. Any other business
7. Date of next meeting

Comments, discussions and topics

Number

1	Review of actions Updates on actions from previous meetings can be found in the tables over the page.
2	Spring Equinox ride review Deemed a success. 28 members participated. Summer Solstice date set for 18 th June 2017. Venue TBD.
3	Member raised items Comment from James Tebboth about his view of the committee doing a good job was very much appreciated by the committee. Item from Pete Coomber around not passing on the inside of a rider. An item on more structured group riding is planned for the AGM and should cover this off. MH to put briefing together. We will need ride leaders to enforce a more structured group and any members with issues on the ride should raise them there and then with the ride leader.

4	<p>Membership renewal</p> <p>PW not receiving notifications of new members/renewals through British Cycling. MH and ST are. MH to query with British Cycling as MH has attempted to add PW several times.</p> <p>Agreed we will send reminders starting from the 1st April 2017 to those members who have not renewed. Cut off date for renewals is 28th April. PW to supply text to MH who will send out using the MailChimp newsletter tool.</p>
5	<p>AGM arrangements</p> <p>Prezzo confirmed as the venue. JB to liaise with Prezzo on numbers. Agreed the club will provide 1 pizza per 3 people and drinks will be member funded at the bar.</p> <p>MH to put together AGM pack along with nomination form, role descriptions and agenda agreed by the committee and then circulate to members. Nominations to be returned to MH to 16th April 2017.</p> <p>Nominations will only be accepted by written form in advance - no nominations on the night.</p>
6	<p>Other business</p> <p>PW has come into possession of NCU (historic version of British Cycling) placard which belonged to the original Swan Wheelers. Would be nice to display somewhere. Committee to consider and perhaps a blog on the web site.</p> <p>LS advised of the Buckingham Sportive taking place on 2nd April 2017 starting at the Buckingham School. We will continue to meet at the Swan Pool as usual but advise members of the event.</p> <p>PS suggested running another clover ride in the summer. Agreed the new committee will discuss all the possible summer events at the next committee meeting.</p> <p>MH asked for confirmation of when and how long the next club kit window should open. Committee agreed beginning of April for three weeks. MH to open, advertise on forum and in the newsletter.</p> <p>MH indicated we have enough on with the AGM and other events to be able to run the Easter navigational challenge to the best of our abilities. The committee agreed to move it to the summer.</p> <p>Swan Wheelers t-shirts. It was proposed Swan Wheelers t-shirts could be made as prizes for the awards, however, it was agreed this was too late in the day, however, we will look to investigate custom t-shirts (MH to propose design).</p>

New actions			
Description	Owner	Due date	Comments
Determine venue for Summer Solstice meet up	ALL	31 May 2017	

Put together briefing and video around structured group riding at the AGM	MH	21 April 2017	
Contact British Cycling re new member/renewal emails	MH	31 March 2017	
Write member renewal email text and send to MH	PW	31 March 2017	
Liaise with Prezzo over AGM numbers and order pizzas	JB	21 April 2017	
Engrave rider competition trophy and obtain Solstice voucher	PS	21 April 2017	
Post invite to AGM and reminders	MH	1 April 2017 to 20 April 2017	
Advise members of the "BuckingHam Sportive" on 2 nd April and that our arrangements will remain the same	MH	1 April 2017	
Open and advertise club kit order window	MH	1 April 2017 to 24 April 2017	
Write blog for web site on NCU placard	PW	No deadline	
Design SW t-shirts	MH	No deadline	

Outstanding actions			
Description	Owner	Due date	Comments
Review ride leader statistics since commitment renewal, contact and recruit any replacements	PS	22/03/2017	To go out in April's newsletter
Investigate possibility of ten pin bowling evening	JB	22/03/2017	Pending
Plan navigational challenge	MH & ST	-	
Plan velodrome trip	MH	-	Will look to go for a club accreditation session
Draw up guidance for the ride leader pre ride briefing to the group	PS	25/01/2017	

Obtain previous bank statements from Paul @ Solstice	LS	31/12/2016	Statements have not been forthcoming so progressing with the bank
Set up electronic banking on the club bank account	LS	31/12/2016	Still waiting on card reader from Lloyds – will chase
MH to design new membership cards in Word	MH	28/04/2017	

Completed actions			
Description	Owner	Due date	Comments
Start retaining a list of non members who ride with us so we can contact them if they subsequently decided not to join	PS	22/03/2017	
Amend calendar to show leisure and medium rides on Wednesdays from 01/02/2017	PS	01/02/2017	
Add equinox ride to the calendar	PS	01/03/2017	
Investigate and book Prego for the AGM on 21/04/2017	JB	15/02/2017	
Distribute new posters	MH	10/02/2017	
Research TT course	PW	22/03/2017	Four possibilities presented to be discussed further at next meeting
Publicise new discount at Lee Therapies on web site	MH	25/01/2017	
Create and publish policy for cancelling rides due to inclement weather	PS	12/02/2017	

Date of next meeting
It is proposed the new committee (post AGM) should meet next on 17 th May 2017